



OTCnetSM
Deposits Made Simple

Chapter 5: Configuring Deposit Processing Settings

OTCnet Participant User Guide

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Audience, Overview and Topics

Audience

The intended audience for the *Configuring Deposit Processing Settings* Participant User Guide includes:

- Accounting Specialist
- Local Accounting Specialist (see Chapter 1 for specific permissions)

Overview

Welcome to *Configuring Deposit Processing Settings*. In this chapter, you will learn:

- How to add accounting codes, and map accounting codes to an OTC Endpoint
- How to create, edit and delete custom labels
- How to set your options for processing deposits
- How to create, edit and delete user defined fields specific to your agency

Topics

This chapter is organized by the following topics:

1. Maintaining Accounting Codes
2. Managing Custom Labels
3. Managing Processing Options
4. Creating and Editing User Defined Fields

Topic 1. Maintaining Accounting Codes

For your organization's **Deposit Preparers** to properly account for an agency's deposits, they need accounting codes to which they can allocate the deposits. After you have created the organization hierarchy, you are responsible for making the accounting codes available to the Deposit Preparers by creating them in OTCnet. An accounting code identifies how a transaction is processed in an agency's internal accounting system. As an **Accounting Specialist**, you can enter, modify, delete, and/or import accounting codes for your **OTC Endpoint**.

Accounting codes may be your Treasury Account Symbols (TASs), or may be other accounting categories that your organization uses. Work with your management to determine what accounting codes are appropriate for your organization.

Enter an Accounting Code

1. Click the **Administration** tab. From the **Manage Organization** menu, select **Accounting Codes** and click **Modify** (see Figure 1 below).

Figure 1. Select Accounting Codes>Modify

Administration		Reports
Manage Organizations ▼	Manage Users	
Organization Hierarchy ▶		
Accounting Codes ▶	Modify	
Custom Labels ▶	Import	
Processing Options ▶	View	
User Defined Fields ▶	Modify OTC Endpoint Mappings	

2. The *Step 1 of 3: Select OTC Endpoint* page appears. Select the highest level organization for which you want to add the accounting codes (see Figure 2 below).

Figure 2. Select Highest Level Organization

Modify Accounting Codes

Step 1 of 3: Select the OTC Endpoint :

Select the top level OTC endpoint to modify accounting codes

CHK denotes check capture **TGA** denotes deposit processing

Organization Hierarchy: High Level Organizations

- AcspLocal - Accounting Specialist Local
- ActSpITGA - Accounting Specialist ITGA Organization
- ActSpecNa - Accounting Specialist Navigation Script
- Agency-FI - Agencies Using Commercial Fis

3. The *Step 2 of 3: Update Accounting Codes* page appears (see Figure 3 below).
 - Navigate to the first blank row. If all of the rows are populated, scroll down to the bottom and click **Add More Lines**
 - Enter the details in both **Accounting Code** and **Description** text boxes.
 - Click the **TAS** check box to indicate the accounting code is a Treasury Account Symbol (if applicable) and click **Next**.

Figure 3. Add/Update Accounting Codes

Modify Accounting Codes

Step 2 of 3: Update Accounting Codes

Update the list of accounting codes for the organization hierarchy.

Organization Hierarchy: MO-01 - MO-01

* Denotes required fields.

TAS	*Agency Accounting Code	*Description	Delete
<input checked="" type="checkbox"/>	OAC-01	Acct Code 1	<input type="checkbox"/>
<input type="checkbox"/>	OAC-02	Acct Code 2	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

[Check All / Clear All]

Cancel Add More Lines **Next >>**

4. The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit** (see Figure 4 below). A confirmation page appears showing the accounting codes have been saved.

Figure 4. Review Accounting Codes

Modify Accounting Codes

Step 3 of 3: Review Accounting Codes

Verify the following information is correct and click Submit to save the list of accounting codes.

Organization Hierarchy: MO-01 - MO-01

Active Accounting Codes

TAS	Agency Accounting Code	Description
✓	OAC-01	Acct Code 1
	OAC-02	Acct Code 2

Removed Accounting Codes

There are no accounting codes marked for deletion

« Previous Cancel **Submit**



Add an Accounting Code

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Accounting Codes** and click **Modify**. The *Step 1 of 3: Select OTC Endpoint* page appears.
3. Select the highest level organization for which you want to add the accounting codes. The *Step 2 of 3: Update Accounting Codes* page appears.

To enter the new accounting codes

1. Navigate to the first blank row. If all of the rows are populated, scroll down to the bottom and click **Add More Lines**.
2. Enter the details in both **Accounting Code** and **Description** text boxes.
3. Click the **TAS** check box to indicate the accounting code is a Treasury Account Symbol (if applicable).
4. Click **Next**. The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**. A confirmation page appears showing the accounting codes have been saved.



Application Tip

- Click **Add More Lines** to insert additional rows to the table, to input additional agency accounting codes.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Modify an Accounting Code

You can modify an existing accounting code, if necessary. If the modified accounting code is applied, former deposits will continue to appear under the previous accounting code.

1. Click the **Administration** tab. From the **Manage Organization** menu, select **Accounting Codes** and click **Modify** (refer to Figure 1).
2. The *Step 1 of 3: Select OTC Endpoint* page appears. Select the highest level organization for which you want to add the accounting codes (refer to Figure 2).
3. The *Step 2 of 3: Update Accounting Codes* page appears (refer to Figure 3). Update the list of accounting codes and click **Next**.

You can update the accounting codes by,

- Clicking the **TAS** check box to indicate that the accounting code is a Treasury Account Symbol.
 - Entering the details in both the **Agency Accounting Code** and **Description** text boxes.
 - Checking the **Remove** box next to the accounting code(s) you want to delete, *if applicable*
4. The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**. A confirmation page appears showing the accounting codes have been saved for the OTC Endpoint (refer to Figure 4)



Modify an Accounting Code

To edit an existing accounting code, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Accounting Codes** and click **Modify**. The *Step 1 of 3: Select OTC Endpoint* page appears.
3. Select the highest level organization for which you want to modify. The *Step 2 of 3: Update Accounting Codes* page appears.
4. Update the list of accounting codes and click **Next**.

You can update the accounting codes by

- Clicking the **TAS** check box to indicate that the accounting code is a Treasury Account Symbol.
 - Entering the details in both the **Agency Accounting Code** and **Description** text boxes.
 - Checking the **Remove** box next to the accounting code(s) you want to delete, *if applicable*
5. The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**. A confirmation page appears showing the accounting codes have been saved for the OTC Endpoint.



Application Tip

- Click **Add More Lines** to insert additional rows to the table, to input additional agency accounting codes.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Delete an Accounting Code

You can delete an existing accounting code, if necessary. You cannot delete an accounting code fully if a deposit has been made against it. If the deleted accounting code is associated with a past deposit, future deposits cannot be made against that accounting code and those former deposits will remain in OTCnet as they are.

1. Click the **Administration** tab. From the **Manage Organization** menu, select **Accounting Codes** and click **Modify** (refer to Figure 1).
2. The *Step 1 of 3: Select Organization* page appears (refer to Figure 2). Select the highest level organization for which you want to delete the accounting codes.
3. The *Step 2 of 3: Update Accounting Codes* page appears. Check the **Delete** box(es) next to the accounting code(s) you want to delete and click **Next** (see Figure 5 below).

Figure 5. Delete an Accounting Code

Modify Accounting Codes
Step 2 of 3: Update Accounting Codes

Update the list of accounting codes for the organization hierarchy.
Organization Hierarchy: MO-01 - MO-01

* Denotes required fields.

TAS	*Agency Accounting Code	*Description	Delete [Check All / Clear All]
<input checked="" type="checkbox"/>	OAC-01	Acct Code 1	<input type="checkbox"/>
<input type="checkbox"/>	OAC-02	Acct Code 2	<input type="checkbox"/>

Cancel Add More Lines **Next »**

4. The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit** (refer to Figure 4). A confirmation page appears showing the accounting code has been deleted/saved for the OTC Endpoint.



Remove an Accounting Code

To remove an existing accounting code, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Accounting Codes** and click **Modify**.
The *Step 1 of 3: Select Organization* page appears.
3. Select the highest level organization for which you want to delete the accounting codes.
The *Step 2 of 3: Update Accounting Codes* page appears.
4. Check the **Remove** box(es) next to the accounting code(s) you want to delete and click **Next**.
5. The *Step 3 of 3: Review Accounting Codes* page appears. Verify the information is correct and click **Submit**. A confirmation page appears showing the accounting code has been deleted/saved for the OTC Endpoint.



Application Tip

- Click **Add More Lines** to insert additional rows to the table, to input additional agency accounting codes.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Clear** to clear all data fields and reset to the default selections.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Import Accounting Codes

If your organization has an existing set of accounting codes, such as TASs, that you would like to use in OTCnet, you can import those accounting codes to OTCnet using a CSV file (an Excel spreadsheet), a Fixed file or an XML file. Contact your Deployment Specialist or the OTCnet Helpdesk for a sample of the file you can use to import your accounting codes; there is a specific format necessary to ensure a successful import.

1. Click the **Administration** tab. From the **Manage Organization** menu, select **Accounting Codes** and click **Import** (see Figure 6 below).

Figure 6. Select Accounting Codes>Import

Administration	Reports
Manage Organizations ▼	Manage Users
Organization Hierarchy ▶	
Accounting Codes ▶	Modify
Custom Labels ▶	Import
Processing Options ▶	View
User Defined Fields ▶	Modify OTC Endpoint Mappings

2. The *Step 1 of 4: Select OTC Endpoint* page appears (see Figure 7 below). Select the highest level organization for which you want to import accounting codes.

Figure 7. Select OTC Endpoint

Import Accounting Codes

Step 1 of 4: Select the OTC Endpoint

Select the top level OTC endpoint to import accounting codes.

CHK denotes check capture
TGA denotes deposit processing

Organization Hierarchy: High Level Organizations

- AcspLocal - Accounting Specialist Local
- ActSpITGA - Accounting Specialist ITGA Organization
- ActSpecNa - Accounting Specialist Navigation Script
- Agency-FI - Agencies Using Commercial FIs

3. The *Step 2 of 4: Import From File* page appears. Select the **File Type** you want to import into the system, **Browse** to its location on your computer, and click **Import** (see Figure 8 below).

Figure 8. Import Accounting Codes

Import Accounting Codes

Step 2 of 4: Import From File

Organization Hierarchy: test1 - test1

Select File

Select the type of accounting code you would like to import into the system and browse to its location. Once you have chosen the file type and file location, click Import to save the information.

File Type
CSV file

File Name

4. The *Step 3 of 4: Import Accounting Codes* page appears. The list of accounting codes will appear. Update the list of accounting codes that will be imported into the system and click **Next** (see Figure 9).

You can update the details by

- Clicking the **TAS** check box to indicate that the accounting code is a Treasury Account Symbol.
- Entering the details in both the **TAS** and **Description** text boxes.
- Checking the **Skip Selected** box to skip importing any accounting codes

Figure 9: Select Accounting Codes

Import Accounting Codes

Step 3 of 4: Select Accounting Codes

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

Take a look at the list of accounting codes that will be imported to the system and make any necessary updates. To remove accounting codes before submitting them, mark them for removal and click Update to see the new list.

TAS	*TAS	*Description	Skip Selected Check All / Clear All
<input type="checkbox"/>	CODE10	Code10 description	<input type="checkbox"/>
<input type="checkbox"/>	CODE11	Code11 description	<input type="checkbox"/>
<input type="checkbox"/>	CODE12	Code12 description	<input type="checkbox"/>
<input type="checkbox"/>	CODE13	Code13 description	<input type="checkbox"/>
<input type="checkbox"/>	CODE14	Code14 description	<input type="checkbox"/>
<input type="checkbox"/>	CODE110	Code110 description	<input type="checkbox"/>
<input type="checkbox"/>	CODE111	Code111 description	<input type="checkbox"/>
<input type="checkbox"/>	CODE112	Code112 description	<input type="checkbox"/>
<input type="checkbox"/>	CODE113	Code113 description	<input type="checkbox"/>
<input type="checkbox"/>	CODE114	Code114 description	<input type="checkbox"/>

* Denotes required fields.

Cancel Next >>



Application Tip

You can import CSV, Fixed, or XML files.



Application Tip

Contact your Deployment Specialist or OTCnet Helpdesk for a sample file with an appropriate format to help you import your organization's accounting codes.

5. The *Step 3 of 4: Review* page appears. Verify the information is correct and click **Submit**. A confirmation page appears showing that the accounting codes have been imported (see Figure 10 below).

Figure 10: Review Imported Accounting Codes

Import Accounting Codes

Step 4 of 4: Review

Verify the following information is correct and click Submit to save the list of accounting codes.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

TAS	TAS	Description
	CODE10	Code10 description
	CODE11	Code11 description
	CODE12	Code12 description
	CODE13	Code13 description
	CODE14	Code14 description
	CODE110	Code110 description
	CODE111	Code111 description
	CODE112	Code112 description
	CODE113	Code113 description
	CODE114	Code114 description

« Previous Cancel **Submit**

Import Accounting Codes

To import accounting codes, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Accounting Codes** and click **Import**. The *Step 1 of 4: Select OTC Endpoint* page appears.
3. Select the highest level organization for which you want to import accounting codes. The *Step 2 of 4: Import From File* page appears.
4. Select the **File Type** you want to import into the system, **Browse** to its location on your computer, and click **Import**. The *Step 3 of 4: Import Accounting Codes* page appears.



Application Tip

You can import CSV, Fixed, or XML files.



Application Tip

Contact your Deployment Specialist or the OTCnet Helpdesk for a sample of the file you can use to import your accounting codes.

5. The list of accounting codes will appear. Update the list of accounting codes that will be imported into the system and click **Next**.

You can update the details by

- Clicking the **TAS** check box to indicate that the accounting code is a Treasury Account Symbol.
- Entering the details in both the **TAS** and **Description** text boxes.
- Checking the **Skip Selected** box to skip importing any accounting codes.

6. The *Step 3 of 4: Review* page appears. Verify the information is correct and click **Submit**. A confirmation page appears showing that the accounting codes have been imported.

View an Accounting Code

Accounting Specialists and **Viewers** can view their **OTC Endpoint** accounting codes. To view accounting codes for your **OTC Endpoints**, select the **View** function.

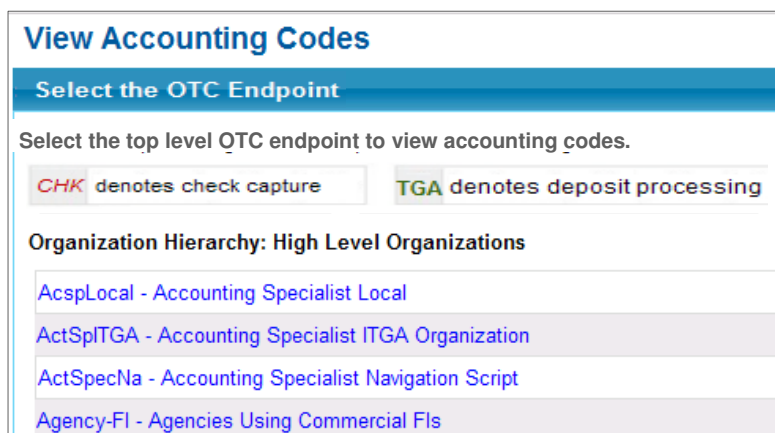
1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Accounting Codes** and click **View**. The *Select OTC Endpoint* page appears (see Figure 11 below).

Figure 11. Select Accounting Codes>View



3. Select the highest level organization for which accounting codes you would like to view as shown in Figure 12 below.

Figure 12. Select OTC Endpoint to View



4. The *View Accounting Codes* page with the list of accounting codes for the selected organization hierarchy appears (see Figure 13 below).

Figure 13: View Accounting Codes page

The screenshot displays the 'View Accounting Codes' page. At the top, there is a blue header bar with the title 'View Accounting Codes'. Below this, a sub-header reads 'View Accounting Codes'. A message states: 'The following accounting codes are available for the organization hierarchy.' Below this message, the 'Organization Hierarchy' is specified as 'Agency-FI - Agencies Using Commercial FIs'. The main section is titled 'Active Accounting Codes' and contains a table with three columns: 'TAS', 'TAS', and 'Description'. The table lists various accounting codes, some of which are marked with a checkmark in the first 'TAS' column. A 'Return Home' button is located at the bottom right of the page.

TAS	TAS	Description
✓	703220	Waiver Request
✓	70X3875.01	Applications
✓	70X5088.1	Examination Fees
✓	70X6697	Collections for Bonds
	CODE10	Code10 description
	CODE11	Code11 description
	CODE110	Code110 description
	CODE111	Code111 description
	CODE112	Code112 description
	CODE113	Code113 description
	CODE114	Code114 description
	CODE12	Code12 description
	CODE13	Code13 description
	CODE14	Code14 description
	MORETEST	Another test
	MYTEST	mytest
✓	TEST123	Test 123



View an Accounting Code

To view an accounting code for an OTC Endpoint, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Accounting Codes** and click **View**. The *Select OTC Endpoint* page appears.
3. Select the highest level organization for which accounting codes you would like to view.
4. The *View Accounting Codes* page with the list of accounting codes for the selected organization hierarchy appears.



Application Tip

Additional buttons on the page help you perform other tasks:

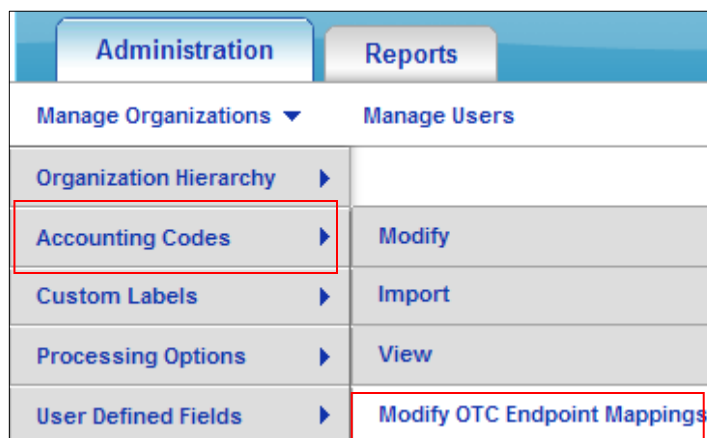
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Assign OTC Endpoint Mappings to Accounting Codes

Each OTC Endpoint in your organization's hierarchy must have one or more accounting codes assigned (mapped) to it. You are responsible for mapping the right accounting code(s) to the OTC Endpoints.

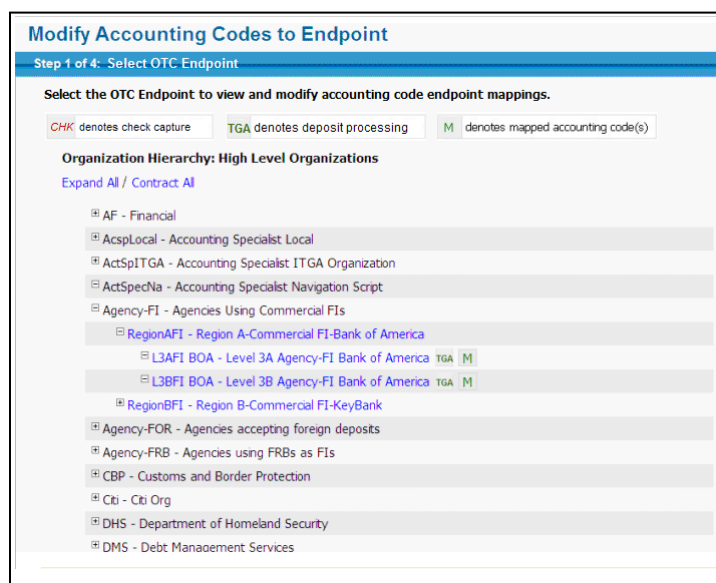
1. Click the **Administration** tab. From the **Manage Organization** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings** (see Figure 14 below).

Figure 14. Select Accounting Codes>Modify OTC Endpoint Mappings



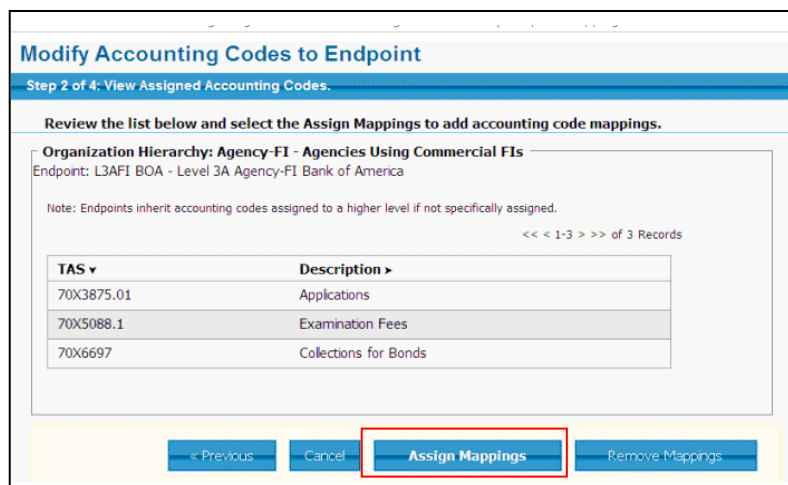
2. The *Step 1 of 4: Select OTC Endpoint* page appears. Select the OTC Endpoint for which accounting code endpoint mapping you would like to assign (see Figure 15 below).

Figure 15: Select OTC Endpoint page



- The *Step 2 of 4: View Assigned Accounting Codes* page appears.
Click **Assign Mappings** (see Figure 16 below).

Figure 16: View Assigned Accounting Codes page



Modify Accounting Codes to Endpoint

Step 2 of 4: View Assigned Accounting Codes.

Review the list below and select the Assign Mappings to add accounting code mappings.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs
Endpoint: L3AFI BOA - Level 3A Agency-FI Bank of America

Note: Endpoints inherit accounting codes assigned to a higher level if not specifically assigned.

<< < 1-3 > >> of 3 Records

TAS ▾	Description ▸
70X3875.01	Applications
70X5088.1	Examination Fees
70X6697	Collections for Bonds

< Previous Cancel **Assign Mappings** Remove Mappings >

- Enter the search criteria for **Accounting Code (Starting With)** and/or **Description (Contains)** and click **Search**.



Application Tip

All accounting codes that meet your search criteria and are not assigned to your OTC Endpoint will be display on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

5. The *Step 2 of 4 Continued: Search and Assign Accounting Codes* page appears. Check the **Assign** box(es) for the accounting codes that you want assign and click **Next** (see Figure 17 below).

Figure 17: Continued: Search and Assign Accounting Codes page

Assign Accounting Codes to Endpoint

Step 2 of 4 Continued: Search and Assign Accounting Codes.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

Endpoint L3AFI BOA - Level 3A Agency-FI Bank of America

Enter your search criteria and click Search to search for accounting codes to assign

Accounting Code (Starting With)

Description (Contains) Max 50 alpha-numeric characters

Search Results

TAS▼	Description▼	Assign Check All / Clear All
CODE11	Code11 description	<input checked="" type="checkbox"/>
CODE110	Code110 description	<input checked="" type="checkbox"/>
CODE111	Code111 description	<input type="checkbox"/>
CODE112	Code112 description	<input type="checkbox"/>
CODE113	Code113 description	<input type="checkbox"/>
CODE114	Code114 description	<input type="checkbox"/>
CODE12	Code12 description	<input type="checkbox"/>
CODE13	Code13 description	<input type="checkbox"/>
CODE14	Code14 description	<input type="checkbox"/>
MORETEST	Another test	<input type="checkbox"/>
MYTEST	mytest	<input type="checkbox"/>
TEST123	Test 123	<input type="checkbox"/>

6. The *Step 3 of 4: Assign Accounting Codes page* appears. Review and verify the accounting code(s) you would like to assign and click **Next** as show in Figure 18 below.

Figure 18: Assign Accounting Codes page

Assign Accounting Codes to Endpoint

Step 3 of 4: Assign Accounting Codes

Review the list below and verify the accounting codes you would like to assign.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs
 Endpoint: L3AFI BOA - Level 3A Agency-FI Bank of America
 Note: Endpoints inherit accounting codes assigned to a higher level if not specifically assigned.

Currently Assigned Accounting Codes

TAS	Description
70X3875.01	Applications
70X5088.1	Examination Fees
70X6697	Collections for Bonds

Accounting Codes Marked for assignment

TAS	Description	Remove
703220	Waiver Request	<input type="checkbox"/>
CODE10	Code10 description	<input type="checkbox"/>
CODE11	Code11 description	<input type="checkbox"/>
CODE110	Code110 description	<input type="checkbox"/>



Application Tip

Check the **Remove** box(es) and click the Update button to delete the OTC Endpoint mapping for an accounting code.

7. The *Step 4 of 4: Review Accounting Codes to Endpoint* page appears. Confirm the information is correct and click **Submit** to assign the accounting code(s) to the OTC Endpoint (see Figure 19 below). A confirmation page appears showing that the accounting codes have been assigned to the OTC Endpoint as shown in Figure 19.

Figure 19: Review Accounting Codes to Endpoint page

Assign Accounting Codes to Endpoint

Step 4 of 4: Review Accounting Codes to Endpoint

Verify the following information is correct and click Submit to assign the accounting code to the OTC Endpoint.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

EndpointL3AFI BOA - Level 3A Agency-FI Bank of America

NoteEndpoints inherit accounting codes assigned to a higher level if not specifically assigned.

Accounting Codes Marked for assignment

TAS	Description
703220	Waiver Request
CODE10	Code10 description
CODE11	Code11 description
CODE110	Code110 description

< Previous Cancel **Submit**



Map Accounting Codes to OTC Endpoints

To assign an endpoint mapping, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings**. The *Step 1 of 4: Select OTC Endpoint* page appears.
3. Select the OTC Endpoint for which accounting code endpoint mapping you would like to assign. The *Step 2 of 4: View Assigned Accounting Codes* page appears.
4. Click **Assign Mappings**. Enter the search criteria for **Accounting Code (Starting With)** and/or **Description (Contains)** and click **Search**.



Application Tip

All accounting codes that meet your search criteria and are not assigned to your OTC Endpoint display on the page. If you do not enter search criteria, all the accounting codes defined for the highest level organization appear.

5. The *Step 2 of 4 Continued: Search and Assign Accounting Codes* page appears. Check the **Assign** box(es) for the accounting codes that you want to assign and click **Next**.
6. The *Step 3 of 4: Assign Accounting Codes page appears*. Review and verify the accounting code(s) you would like to assign and click **Next**.



Application Tip

Check the **Remove** box(es) and click the Update button to delete the OTC Endpoint mapping for an accounting code.

7. The *Step 4 of 4: Review Accounting Codes to Endpoint page appears*. Confirm the information is correct and click **Submit** to assign the accounting code(s) to the OTC Endpoint. A confirmation page appears showing that the accounting codes have been assigned to the OTC Endpoint.

**Application Tip**

Additional buttons on the page help you perform other tasks:

- Click **Assign Mappings** to assign accounting codes to the selected OTC Endpoint.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Manage Additional** to manage another accounting code.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Search** to display accounting codes that match your search criteria.

Remove an OTC Endpoint Mapping

You can remove an accounting code from an **OTC Endpoint** if necessary. If you do this, data for historical deposits from that **OTC Endpoint** that are associated with that accounting code do not change, but future deposits may not be allocated to that accounting code.

1. Click the **Administration** tab. From the **Manage Organization** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings** (refer to Figure 14).
2. The *Step 1 of 4: Select OTC Endpoint* page appears (refer to Figure 15). Select the OTC Endpoint for which endpoint mapping you would like to remove.
3. The *Step 2 of 4: View Assigned Accounting Codes* page appears. Click **Remove Mappings** (see Figure 20 below).

Figure 20: Assigned Accounting Codes page

Modify Accounting Codes to Endpoint

Step 2 of 4: View Assigned Accounting Codes.

Review the list below and select the Assign Mappings to add accounting code mappings.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs
Endpoint: L3AFI BOA - Level 3A Agency-FI Bank of America

Note: Endpoints inherit accounting codes assigned to a higher level if not specifically assigned.

<< < 1-3 > >> of 3 Records

TAS ▾	Description ▸
70X3875.01	Applications
70X5088.1	Examination Fees
70X6697	Collections for Bonds

« Previous Cancel Assign Mappings Remove Mappings

- The *Step 3 of 4: Remove Accounting Codes* page appears. Check the **Remove** box(es) for the accounting codes that you want to delete and click **Next** (see Figure 21 below).

Figure 21: Remove Accounting Codes page

Remove Accounting Codes from Endpoint

Step 3 of 4: Remove Accounting Codes

Review the list below and select the accounting codes you would like to remove.

Organization Hierarchy: NPS1 - National Park Service
Endpoint AKR - Alaska Area Region

Account Number	Description	Check All / Clear All Remove
2006 9916- -319 RM	AKRO - Incidental Business Permits	<input type="checkbox"/>
2006 9880-7014-600 RV	AKRO - AMHS Office Space	<input type="checkbox"/>
2006 9926- -700 RV	AKRO - Franchise Fees	<input checked="" type="checkbox"/>

< Previous Cancel **Next >**

- The *Step 4 of 4: Review Accounting Codes to Endpoint* page appears. Confirm the information is correct and click **Submit** to remove the accounting code(s) from the OTC Endpoint. A confirmation page appears showing that the accounting codes have been removed from the OTC Endpoint (refer to Figure 19).



Remove an OTC Endpoint Mapping

To remove an endpoint mapping for an OTC Endpoint, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Accounting Codes** and click **Modify OTC Endpoint Mappings**. The *Step 1 of 4: Select OTC Endpoint* page appears.
3. Select the OTC Endpoint for which endpoint mapping you would like to remove. The *Step 2 of 4: View Assigned Accounting Codes* page appears.
4. Click **Remove Mappings**. The *Step 3 of 4: Remove Accounting Codes from Endpoint* page appears.
5. Check the **Remove** box(es) for the accounting codes that you want to delete and click **Next**.
6. The *Step 4 of 4: Review Accounting Codes to Endpoint* page appears. Confirm the information is correct and click **Submit** to remove the accounting code(s) from the OTC Endpoint. A confirmation page appears showing that the accounting codes have been removed from the OTC Endpoint.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Assign Mappings** to assign accounting codes to the selected OTC Endpoint.
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Manage Additional** to manage another accounting code.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.
- Click **Search** to display accounting codes that match your search criteria.

Topic 2. Managing Custom Labels

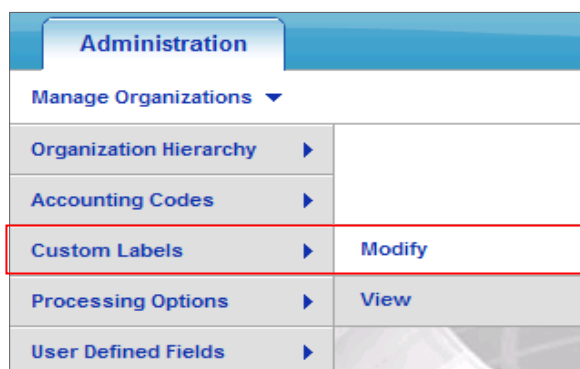
After you manage your organization hierarchy and enter the appropriate accounting codes, you can customize the labels of the fields in the deposit preparation page that your organization's **Deposit Preparers** and **Deposit Approvers** see when they are preparing and submitting deposits or in reports. These are called custom labels. A custom label allows you to define a level in the organization hierarchy, the internal control number, or agency accounting code. Performing this customization is optional.

For example, if your agency refers to *Accounting Codes* as *Financial Numbers* you can have the custom label changed to *Financial Number*. As an **Accounting Specialist**, you can define, update or view a custom label.

Define a Custom Label

1. Click the **Administration** tab. From the **Manage Organization** menu, select **Custom Labels** and click **Modify** (see Figure 22 below).

Figure 22. Select Custom Labels>Modify



- The *Select OTC Endpoint* page appears. Select the highest level OTC Endpoint for which you want to modify custom labels (see Figure 23 below).

Figure 23: Select OTC Endpoint page

View Custom Labels

Select OTC Endpoint

Select the top level OTC Endpoint to modify custom labels.

CHK denotes check capture **TGA** denotes deposit processing **M** denotes mapped accounting code(s)

Organization Hierarchy: High Level Organizations

- AF - Financial
- AcspLocal - Accounting Specialist Local
- ActSpITGA - Accounting Specialist ITGA Organization
- ActSpecNa - Accounting Specialist Navigation Script
- Agency-FI - Agencies Using Commercial FIs
- Agency-FOR - Agencies accepting foreign deposits
- Agency-FRB - Agencies using FRBs as FIs
- CBP - Customs and Border Protection
- Cti - Cti Org
- DHS - Department of Homeland Security
- DMS - Debt Management Services
- DevAgency - Development Agency
- Durga-NSA - Durga Yalamanchi
- FCC - The desc of FCC
- HL1 - MyOrgHL1
- HLO Short - HLO Desc -1234567890123456789012345678901234567890123456789012
- IRS - Internal Revenue Service
- JSB - Description ...

Cancel

- The *Step 1 of 2: Update Custom Labels* page appears. Update the custom label(s) for the organization hierarchy and click **Next** (see Figure 24).

Update the labels by

- Entering a title for your **Organization Hierarchy Labels**.
- Entering an agency accounting code title for the **Accounting Code Definition Label**

Figure 24: Update Custom Labels page

Modify Custom Labels

Step 1 of 2: Update Custom Labels

Update the custom labels for the organization hierarchy.

Organization Hierarchy: Agency-FRB - Agencies using FRBs as FIs

Organization Hierarchy Labels

Highest Level
Highest Level

Level 2
Level 1

Level 3
Level 2

Accounting Code Definition Label

Agency Accounting Code
Account Number - Changed

Cancel Next >>



Application Tip

You can define a new Organization Hierarchy Label or update the existing label(s). You can also modify the label of the accounting code definition.

4. The *Step 2 of 2: Review Custom Labels* page appears (see Figure 25 below). Verify the information is correct and click **Submit**. A confirmation page appears showing that the custom labels have been modified for the organization hierarchy.

Figure 25: Review Custom Labels page

Modify Custom Labels

Step 2 of 2: Review Custom Labels

Verify the following information is correct and click Submit to modify the custom labels for the organization hierarchy.

Organization Hierarchy: Agency-FRB - Agencies using FRBs as FIs

Organization Hierarchy Labels	
Level	Label
Highest Level:	Changed High level
Level 2:	Changed Level 2
Level 3:	Changed Level 3

Accounting Code Definition Label	
Agency Accounting Code	Account Number - Modified

« Previous Cancel **Submit**



Application Tip

From the Confirmation page, click **Edit** if you need to make additional changes after reviewing the information and return to Step 3.

Define a Custom Label

To modify a custom label, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Custom Labels** and click **Modify**. The *Select OTC Endpoint* page appears.
3. Select the highest level OTC Endpoint for which you want to modify custom labels. The *Step 1 of 2: Update Custom Labels* page appears.
4. Update the custom label(s) for the organization hierarchy and click **Next**. The *Step 2 of 2: Review Custom Labels* page appears.

Update the labels by,

- Entering a title for your **Organization Hierarchy Labels**.
- Entering an agency accounting code title for the **Accounting Code Definition Label**



Application Tip

You can define a new Organization Hierarchy Label or update the existing label(s). You can also modify the label of the accounting code definition.

5. Verify the information is correct and click **Submit**. A confirmation page appears showing that the custom labels have been modified for the organization hierarchy.



Application Tip

Click **Edit** if you need to make additional changes after reviewing the information and return to Step 4.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to return to the previous page.
- Click **Previous** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.

Update an Existing Custom Label

1. Click the **Administration** tab. From the **Manage Organization** menu, select **Custom Labels** and click **Modify** (refer to Figure 22).
2. The *Select OTC Endpoint* page appears. Select the highest level OTC Endpoint for which you want to modify custom labels (refer to Figure 23).
3. The *Step 1 of 2: Update Custom Labels* page appears. Update the custom label(s) for the organization hierarchy and click **Next** (refer to Figure 24).

Update the labels by

- Entering a title for your **Organization Hierarchy Labels**.
- Entering an agency accounting code title for the **Accounting Code Definition Label**



Application Tip

You can define a new Organization Hierarchy Label or update the existing label(s). You can also modify the label of the accounting code definition.

4. The *Step 2 of 2: Review Custom Labels* page appears. Verify the information is correct and click **Submit** (refer to Figure 25). A confirmation page appears showing that the custom labels have been modified for the organization hierarchy.



Application Tip

If additional changes are required after reviewing the information, click **Edit** if you need to make additional changes after reviewing the information and return to Step 3.

Modify a Custom Label

To modify a custom label, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Custom Labels** and click **Modify**. The *Select OTC Endpoint* page appears.
3. Select the highest level OTC Endpoint for which you want to modify custom labels. The *Step 1 of 2: Update Custom Labels* page appears.
4. Update the custom label(s) for the organization hierarchy and click **Next**. The *Step 2 of 2: Review Custom Labels* page appears.

Update the labels by,

- Entering a title for your **Organization Hierarchy Labels**.
- Entering an agency accounting code title for the **Accounting Code Definition Label**



Application Tip

You can define a new Organization Hierarchy Label or update the existing label(s). You can also modify the label of the accounting code definition.

5. Verify the information is correct and click **Submit**. A confirmation page appears showing that the custom labels have been modified for the organization hierarchy.



Application Tip

If additional changes are required after reviewing the information, click **Edit** if you need to make additional changes after reviewing the information and return to Step 4.



Application Tip

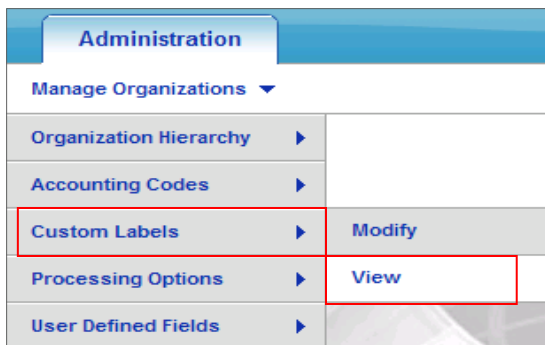
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to return to the previous page.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.

View a Custom Label

You use the **View** function to review the custom labels that are in effect for your organization's deposit preparation fields.

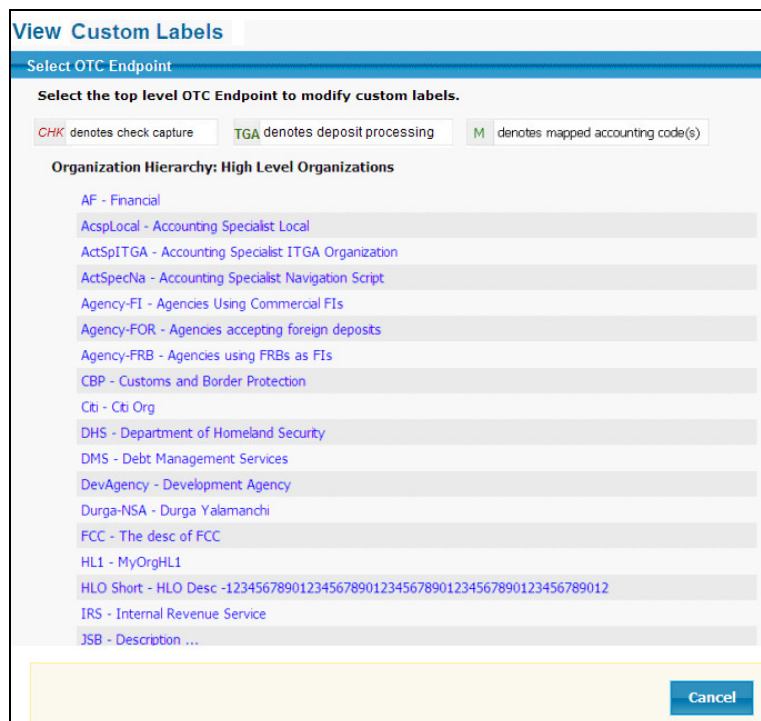
1. Click the **Administration** tab. From the **Manage Organizations** menu, select **Custom Labels** and click **View** (see Figure 26 below).

Figure 26. Select Custom Labels>View



2. The *Select OTC Endpoint* page appears. Select the highest level organization for which you would like to view the custom labels (see Figure 27 below).

Figure 27: Select OTC Endpoint page



3. The *View Custom Labels* page appears showing which custom labels are in effect for the organization hierarchy (see Figure 28 below).

Figure 28: View Custom Labels page

The screenshot displays the 'View Custom Labels' page. At the top, there is a blue header bar with the title 'View Custom Labels'. Below this, a sub-header 'View Custom Labels' is present. The main content area states: 'The following custom labels are in effect for the organization hierarchy.' Below this text, it specifies the 'Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs'. There are two tables displayed. The first table, titled 'Organization Hierarchy Labels', has two columns: 'Level' and 'Label'. It contains three rows: 'Highest Level' with 'Highest Level', 'Level 2:' with 'Level 1', and 'Level 3:' with 'Level 2'. The second table, titled 'Accounting Code Definition Label', has two columns: 'Agency Accounting Code' and 'TAS'. It contains one row: 'Agency Accounting Code' with 'TAS'. At the bottom right of the page, there is a blue button labeled 'Return Home'.

Organization Hierarchy Labels	
Level	Label
Highest Level	Highest Level
Level 2:	Level 1
Level 3:	Level 2

Accounting Code Definition Label	
Agency Accounting Code	TAS
Agency Accounting Code	TAS

[Return Home](#)



View a Custom Label

To view a custom label, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Custom Labels** and click **View**. The *Select OTC Endpoint* page appears.
3. Select the highest level organization for which you would like to view the custom labels. The *View Custom Labels* page appears showing which custom labels are in effect for the organization hierarchy.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Return Home** to return to the OTCnet Home Page.

Topic 3. Managing Processing Options

As part of managing your organization hierarchy, you need to define your deposit processing options. **Processing options** are parameters for the deposit and adjustments process. You must first define processing options at the highest level of the organization before defining lower level options. For lower-level organizations, if you do not define these options, then the lower-level organizations will take on the options set for the next higher level organization that does have the options set.

If you do not define processing options, your organization cannot create deposits. You can define processing options at any level within your organization. You can also view the processing options by **OTC Endpoint** report to manage processing options in your organization.

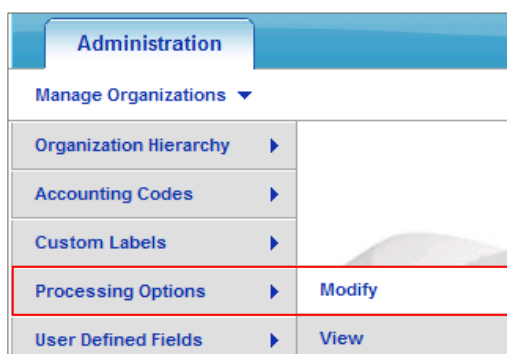
As an **Accounting Specialist**, you can modify the following processing options for your organization's hierarchy:

- **Accounting Classifications for Adjustments:** Identifies the default accounting codes to which you want adjusted amounts credited and debited
- **Correspondence:** Provides the financial institution with address information for any correspondence including returned item information
- **Deposit Preparation:** Sets default settings for deposit preparation to save time for Deposit Preparers
- **Transaction History:** Sets default settings for historical data about transactions

Modify Processing Options

1. Click the **Administration** tab. From the **Manage Organization** menu, select **Processing Options** and click **Modify** (see Figure 29 below).

Figure 29. Select Processing Options>Modify



- The *Step 1 of 3: Select OTC Endpoint* page appears (see Figure 30 below). Select the OTC Endpoint for which you want to modify a processing option.

Figure 30: Select OTC Endpoint page

Modify Processing Options

Step 1 of 3: Select OTC Endpoint

Select the OTC Endpoint to modify processing options.

CHK denotes check capture TGA denotes deposit processing M denotes mapped accounting code(s)

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

Expand All / Contract All

- AF - Financial
- AcspLocal - Accounting Specialist Local
- ActSpITGA - Accounting Specialist ITGA Organization
- ActSpecNa - Accounting Specialist Navigation Script
- Agency-FI - Agencies Using Commercial FIs
- Agency-FOR - Agencies accepting foreign deposits
- Agency-FRB - Agencies using FRBs as FIs
- CBP - Customs and Border Protection
- Citi - Citi Org
- DHS - Department of Homeland Security
- DMS - Debt Management Services
- DevAgency - Development Agency
- Durga-NSA - Durga Yalamanchi
- FCC - The desc of FCC
- HLL - MyOrgHLL
- HLO Short - HLO Desc -1234567890123456789012345678901234567890123456789012
- IRS - Internal Revenue Service

Cancel

- The *Step 2 of 3: Define Processing Options* page appears. Modify the processing option(s) and click **Next** (see Figure 31 below).

Figure 31: Define Processing Options page

Modify Processing Options

Step 2 of 3: Define processing options

Modify processing options and click **Next**

Organization Hierarchy: Arz CMC - Arizona CMC

- Accounting Classifications for Adjustments
- Correspondence
- Deposit Preparation
- Transaction History

« Previous Cancel **Next »**

To modify **Accounting Classifications for Adjustments**, you can (see Figure 32 below):

Update **Default Accounting Codes** by,

- Selecting either Use parent's values or Use my values
- Changing the Accounting Code for the adjustment types you want to modify
- Selecting Yes or No to allow changes by an organization lower in hierarchy

Update **Default Accounting Code Usage** (see Figure 32 below) by,

- Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy.

Figure 32: Define Processing Options page with Accounting Classifications for Adjustments expanded

Modify Processing Options

Step 2 of 3: Define processing options

Modify processing options and click Next

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

☒ Accounting Classifications for Adjustments

Default Accounting Codes

Update the accounting codes used for adjustment

☐ Use parent's values ☒ Use my values

Adjustment Type	Account Code	TAS
*Debit	CODE110	
*Credit	70X6697	✓

Allow changes by organization lower in hierarchy

☒ Yes ☐ No

Default Accounting Code Usage

Define default accounting code processing for deposit adjustments

☐ Use parent's values ☒ Use my values

☐ Always Use the Default for Deposit Adjustments

☒ Default based upon Deposit Subtotals for Deposit Adjustments

Allow changes by organization lower in hierarchy

☒ Yes ☐ No

To modify **Correspondence**, you can (see Figure 33 below):
Update **Returned Items** by,

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Figure 33: Define Processing Options page with Correspondence expanded

Correspondence

Returned Items

Update the correspondence address for return item

☐ Use parent's values ☒ Use my values

Organization Name*

Agency FI

Attention

Address Line 1 *

789 Street

Address Line 2

City*

Kansas City

State/Province*

Missouri MO

Postal Code*

63214

Country*

United States of America US

Contact Phone Number

123-456-7890

Allow changes by organization lower in hierarchy

☒ Yes ☐ No

Update **Deposit Adjustment** by (see Figure 34 below),

- Selecting **Use parent's values** or **Use my values**
- Entering the corresponding address information that you would like to be displayed to a financial institution when a deposit adjustment is created
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy

Figure 34. Update Deposit Adjustment Options page with Deposit Adjustment expanded

Deposit Adjustments

Correspondence address for deposit adjustment

☐ Use parent's values ☒ Use my values

Organization Name*

CBP - Customs and Border Protection

Attention

Revenue Division - DIT

Address Line 1*

PO Box 68901

Address Line 2

City*

Indianapolis

State/Province*

Indiana IN

Postal Code*

46268

Country*

United States of America US

Contact Phone Number

Allow changes by organization lower in hierarchy

☒ Yes ☐ No

To modify **Deposit Preparation**, you can (see Figure 35)
Update **ITGA Deposit Creation** by,

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** to allow endpoint to create foreign deposits
 - If the endpoint accepts foreign deposits, enter the **Default foreign currency when creating deposits** details

- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy.

Figure 35: Update Deposit Processing Options page with Deposit Preparation (ITGA Deposit Preparation) expanded

Update **Subtotals and Cash Count** by (see Figure 36 below),

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** for each of the following options
 - Include Sub-totals for Checks/Money Orders and Cash
 - Include Currency count and sub-totals by denomination
 - Include Coin count and sub-totals by denomination
 - Allow changes by an organization lower in hierarchy.

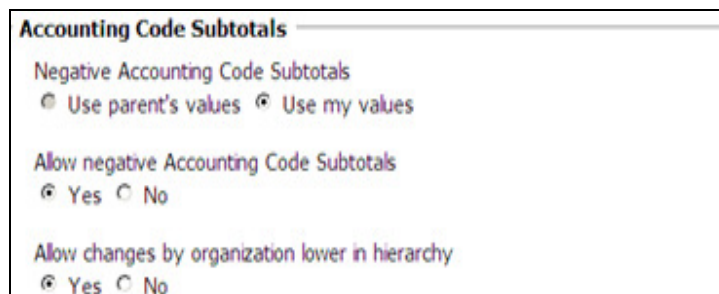
Figure 36: Update Deposit Processing Options page with Deposit Preparation (Subtotals and Cash Count) expanded

Update **Accounting Code Subtotals** by (see Figure 37),

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options

- Allow negative accounting code subtotals
- Allow changes by an organization lower in hierarchy.

Figure 37: Step 2 of 3: Update Deposit Procession Options page with Deposit Preparation (Accounting Code Subtotals) expanded



Accounting Code Subtotals

Negative Accounting Code Subtotals
☐ Use parent's values ☒ Use my values

Allow negative Accounting Code Subtotals
☒ Yes ☐ No

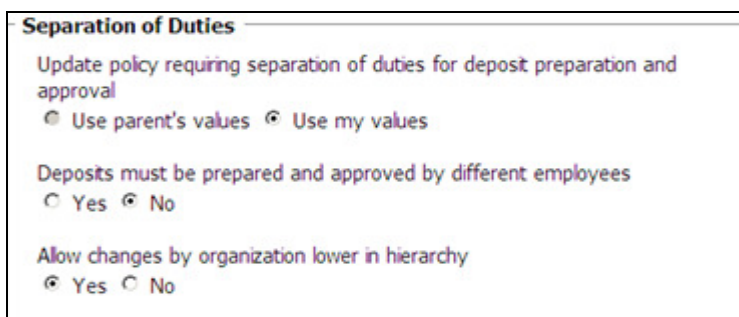
Allow changes by organization lower in hierarchy
☒ Yes ☐ No

Update **Separation of Duties** by (see Figure 38 below),

- Selecting **Use parent's values** or **Use my values**
- Selecting **Yes** or **No** radio for each of the following options
 - Deposits must be prepared and approved by different employees
 - Allow changes by an organization lower in hierarchy.

:

Figure 38: Update Deposit Procession Options page with Deposit Preparation (Separation of Duties) expanded



Separation of Duties

Update policy requiring separation of duties for deposit preparation and approval
☐ Use parent's values ☒ Use my values

Deposits must be prepared and approved by different employees
☐ Yes ☒ No

Allow changes by organization lower in hierarchy
☒ Yes ☐ No

Modify **Transaction History** by (see Figure 39),

- Selecting **Use parent's values** or **Use my values**
- Entering the **Number of days displayed** in the text box (if applicable)

- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy and click **Next**.

Figure 39: Update Deposit Processing Options page with Transaction History expanded

Transaction History

Transaction History

Update the number of days displayed

☐ Use parent's values ☒ Use my values

Number of days displayed

45

Allow changes by organization lower in hierarchy

☒ Yes ☐ No

« Previous Cancel **Next »**

5. When you have clicked **Next**, the *Step 3 of 3: Review the following processing options* page appears (see Figures 40- 43).

Figure 40: Review the Following Processing Options page with Accounting Classifications for Adjustments expanded

Modify Processing Options

Step 3 of 3: Review the following processing options

organization(s) will be affected by these processing option modifications.

Verify the following information is correct and click Submit to store the processing options.

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

Accounting Classifications for Adjustments

Default Accounting Codes

Adjustment Type	Account Code	TAS
Debit	CODE110	
Credit	70X6697	✓

Inherit Option from Parent No

Can Descendant Org Modify Yes

Default Accounting Code Usage

Default based upon Deposit Subtotals for Deposit Adjustments	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

**Figure 41: Review the Following Processing Options
page with Correspondence expanded**

Correspondence

Returned Items

Agency Name	Agency FI
Attention	
Address Line 1	789 Street
Address Line 2	
City	Kansas City
State/Province	MO
Country	US
Postal Code	63214
Contact Phone Number	123-456-7890
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Deposit Adjustments

Agency Name	Agency FI
Attention	
Address Line 1	789 Street
Address Line 2	
City	Kansas City
State/Province	MO
Country	US
Postal Code	63214
Contact Phone Number	123-456-7890
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Figure 42: Review the Following Processing Options page with Deposit Preparation expanded

Deposit Preparation	
ITGA Deposit Creation	
Allow endpoint to create foreign deposits	No
Default foreign currency when creating deposits	
Inherit Option from Parent	No
Can Descendant Org Modify	Yes
Subtotals and Cash Count	
Include sub-totals for Checks/Money Orders and Cash	Yes
Include Currency count and sub-totals by denomination	Yes
Include coin count and sub-totals by denomination	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes
Accounting Code Subtotals	
Allow negative numbers on accounting sub-total amounts	Yes
Inherit Option from Parent	No
Can Descendant Org Modify	Yes

Verify the information is correct and click **Submit** (see Figure 43 below). A confirmation page appears showing which processing options were applied to the organization.

Figure 43: Review the Following Processing Options page with Transaction History expanded

Separation of Duties	
Deposits must be prepared and approved by different employees	No
Inherit Option from Parent	No
Can Descendant Org Modify	No
Transaction History	
Transaction History	
Number of days displayed in Transaction History	45
Inherit Option from Parent	No
Can Descendant Org Modify	No
<div>< Previous Cancel Submit</div>	



Application Tip

Click **Edit** if additional changes are required after reviewing the information and return to Step 3.

Modify Processing Options

To modify a processing option, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **Processing Options** and click **Modify**.
The *Step 1 of 3: Select OTC Endpoint* page appears.
3. Select the OTC endpoint for which you want to modify a processing option. The *Step 2 of 3: Define Processing Options* page appears.
4. Modify the processing option(s) and click **Next**.

To modify **Accounting Classifications for Adjustments**, you can:

Update **Default Accounting Codes** by

- Selecting either **Use parent's values** or **Use my values**.
- Changing the **Accounting Code** for the adjustment types you want to modify.
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy.

Update **Default Accounting Code Usage** by

- Selecting either **Always Use the Default for Deposit Adjustments** or **Default based upon Deposit Subtotals for Deposit Adjustments**.
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy.

To modify **Correspondence**, you can:

Update **Returned Items** by

- Selecting **Use parent's values** or **Use my values**.
- Entering the corresponding address information that you would like to be displayed to a financial institution when return item adjustment is created.
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy.

Update **Deposit Adjustment** by

- Selecting **Use parent's values** or **Use my values**.
- Entering the corresponding address information that you would like to be displayed to a financial institution when a deposit adjustment is created.
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy.

To modify **Deposit Preparation**, you can

Update **ITGA Deposit Creation** by

- Selecting **Use parent's values** or **Use my values**.
- Selecting **Yes** or **No** to allow endpoint to create foreign deposits.
 - If the endpoint accepts foreign deposits, enter the **Default foreign currency when creating deposits** details.
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy.

Update **Subtotals and Cash Count** by

- Selecting **Use parent's values** or **Use my values**.

- Selecting **Yes** or **No** for each of the following options
 - Include Sub-totals for Checks/Money Orders and Cash
 - Include Currency count and sub-totals by denomination
 - Include Coin count and sub-totals by denomination
 - Allow changes by an organization lower in hierarchy.

Update **Accounting Code Subtotals** by

- Selecting **Use parent's values** or **Use my values**.
- Selecting **Yes** or **No** radio for each of the following options
 - Allow negative accounting code subtotals
 - Allow changes by an organization lower in hierarchy.

Update **Separation of Duties** by

- Selecting **Use parent's values** or **Use my values**.
- Selecting **Yes** or **No** radio for each of the following options
 - Deposits must be prepared and approved by different employees
 - Allow changes by an organization lower in hierarchy.

To modify **Transaction History**, you can by

- Selecting **Use parent's values** or **Use my values**.
- Entering the **Number of days displayed** in the text box (if applicable)
- Selecting **Yes** or **No** to allow changes by an organization lower in hierarchy.

5. The *Step 3 of 3: Review the following processing options* page appears. Verify the information is correct and click **Submit**. A confirmation page appears showing which processing options were applied to the organization.



Application Tip

Click **Edit** if additional changes are required after reviewing the information and return to Step 4.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to return to the previous page.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

View Processing Options

1. Click the **Administration** tab. From the **Manage Organization** menu, select **Processing Options** and click **View** (see Figure 44 below).

Figure 44. Select Processing Options>View



2. The *Select OTC Endpoint* page appears (see Figure 45 below). Select the highest level organization or any lower level OTC Endpoint for which you would like to view the processing options.

Figure 45. View OTC Endpoint for Processing Options



3. A *View Processing Options* page appears showing which custom labels are in effect for the organization hierarchy (see Figure 46 below).

Figure 46. View Processing Options

Accounting Classifications for Adjustments		
Default Accounting Codes		
Adjustment Type	Account Code	TAS
Debit	CODE110	
Credit	70X6697	✓
Inherit Option from Parent Can Descendant Org Modify		
Default Accounting Code Usage		
Default based upon Deposit Subtotal		
Inherit Option from Parent		
Can Descendant Org Modify		

Correspondence	
Returned Items	
Agency Name	Agency FI
Attention	
Address Line 1	789 Street
Address Line 2	
City	Kansas City
State/Province	MO
Country	
Postal Code	
Contact Phone Number	
Inherit Option from Parent	
Can Descendant Org Modify	

Deposit Preparation	
ITGA Deposit Creation	
Allow endpoint to create foreign deposits	No
Default foreign currency when creating deposits	
Inherit Option from Parent	No
Can Descendant Org Modify	

Separation of Duties	
Deposits must be prepared and approved by different employees	No
Inherit Option from Parent	No
Can Descendant Org Modify	No
Transaction History	
Transaction History	
Number of days displayed in Transaction History	45
Inherit Option from Parent	No
Can Descendant Org Modify	No

View Processing Options

To view a processing option, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **Processing Options** and click **View**. The *Select OTC Endpoint* page appears.
3. Select the highest level organization or any lower level OTC Endpoint for which you would like to view the processing options. A *View Processing Options* page appears showing which processing options are in effect for the organization hierarchy.



Application Tip

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Return Home** to return to the OTCnet Home Page.

Topic 4. Creating and Editing User Defined Fields

You have the ability to provide user defined fields (UDFs) for **Deposit Preparers** to enter deposit activity and accounting activity information during the deposit preparation process. A UDF is a field for the deposit preparer to complete that describes a deposit activity or deposit accounting activity (e.g. driver's license number) specific to your organization. As an **Accounting Specialist** you can create, modify, and delete a UDF for your organization hierarchy.

If your organization elects to use UDFs, you should communicate this to each of your OTC Endpoints and identify what information should be included.

You can perform several tasks in working with UDFs:

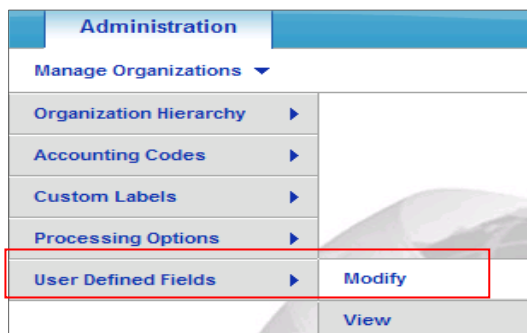
- Create a user defined field
- Modify a user defined field
- Delete a user defined field
- View a user defined field

Create a User Defined Field

You can create up to five user defined fields for your organization: up to three for **Create Deposit** UDF, and up to two for the **Create Deposit Subtotals** UDF. To create a user defined field:

1. Click the **Administration** tab. From the **Manage Organization** select, **User Defined Fields** and click **Modify** (see Figure 47 below).

Figure 47. Select User Defined Fields>Modify



- The *Select OTC Endpoint* screen appears (see Figure 48 below). Select the highest level organization for which you want to modify user defined fields (UDFs).

Figure 48: Select OTC Endpoint page

Modify User Defined Fields

Select OTC Endpoint

Select the top level OTC Endpoint to modify processing options.

CHK denotes check capture TGA denotes deposit processing M denotes mapped accounting code(s)

Organization Hierarchy: Agency-FI - Agencies Using Commercial FIs

Expand All / Contract All

- AF - Financial
 - AcspLocal - Accounting Specialist Local
 - ActSpITGA - Accounting Specialist ITGA Organization
 - ActSpecNa - Accounting Specialist Navigation Script
- Agency-FI - Agencies Using Commercial FIs
 - Agency-FOR - Agencies accepting foreign deposits
 - Agency-FRB - Agencies using FRBs as FIs
- CBP - Customs and Border Protection
- Citi - Citi Org
- DHS - Department of Homeland Security
- DMS - Debt Management Services
- DevAgency - Development Agency
- Durga-NSA - Durga Yalamanchi
- FCC - The desc of FCC
- HLI - MyOrgHL1
- HLO Short - HLO Desc -1234567890123456789012345678901234567890123456789012
- IRS - Internal Revenue Service

Cancel

- The *Step 1 of 3: Select User Defined Field to Maintain* page appears. Click the **Create UDF** (see Figure 49 below).

Figure 49: Select User Defined Field to Maintain page

Modify User Defined Fields

Step 1 of 3: Select User Defined Field to Maintain

Organization Hierarchy: Rajesh-HLO - Rajesh-High Level Org

Click on the activity label to edit the User Defined Field.

Click on the 'Create UDF' button to create a new User Defined Field.

Click the related checkbox to delete a User Defined Field.

Activity	Label	Description	Display Order	Data Type	Delete [Delete All / Undelete All]
Create Deposit	ada	dawd wedqvw	2	Drop Down List of Alphanumeric Values	<input type="checkbox"/>
Create Deposit Subtotal	new label	new description	1	Drop Down List of Alphanumeric Values	<input type="checkbox"/>
Create Deposit Subtotal	my Deposit Subtotal Label	my Deposit Subtotal Description	2	Drop Down List of Alphanumeric Values	<input type="checkbox"/>

Cancel Create UDF Next >>

4. The *Step 2 of 3: Modify the User Defined Field* page appears. Add the user defined field, and click **Done** (see Figure 50 below).

You can add a user defined field by,

- Selecting the **Activity** type for the user defined field
- Entering the **Label** and **Description**
- Selecting a **Data Type**
 - If the *Drop Down List of Alphanumeric Values* **Data Type** is selected, proceed to step 5
 - If another **Data Type** is selected, continue entering in information for the fields below and then proceed to step 6
- Entering the
 - **Maximum Input Length** (Maximum length is 255)
 - **Minimum Input Length**
 - **Display Order Number**
- Selecting **Mandatory** or **Optional** for Activity User Entry.

Figure 50: Modify User Defined Field page

Modify User Defined Fields

Step 2 of 3: Modify User Defined Field

Add and/or make changes to the user defined field for a specific activity.

Organization Hierarchy: Rajesh-HLO - Rajesh-High Level Org

* Denotes required fields.

Activity
Create Deposit

User Defined Field

Label*
dataChanged

Description*
david wedqw

Data Type:*
Alphanumeric String Value
Date Value
Decimal Value
Drop Down List of Alphanumeric Values
U.S. Monetary Amount

Maximum Input Length:*
255

Minimum Input Length:*
1

Display Order Number:*
3

Activity User Entry
☐ Mandatory
☒ Optional

Permitted Values
List Values...

Previous Cancel Done



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit that is in **Draft** or **Awaiting Approval** status.

- Click **List Values** (refer to Figure 50). A *Step 2 of 3 (Continued): Define Permitted Values* page appears. Enter details for both the **Value** and **Description**, and click **Done** (see Figure 51 below).

Figure 51: Continued: Define Permitted Values

Modify User Defined Fields

Step 2 of 3(Continued): Define Permitted Values

Add and/or make changes to the list of permitted values. Selection Display Order is the order in which the values are displayed on the appropriate page drop-down where the UDF id used.

Organization Hierarchy: Rajesh-HLO - Rajesh-High Level Org

Delete	*Value	*Description
<input type="checkbox"/>	1	ChangedA
<input type="checkbox"/>	2	B
<input type="checkbox"/>	3	C
<input type="checkbox"/>	4	D
<input type="checkbox"/>	5	E
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

* Denotes required fields.

Cancel Add More Lines **Done**

- The Step 3 of 3: *Review* page appears. Verify the User Defined Field information is correct, and click **Submit**. A confirmation page appears showing that the UDF data has been saved to the database (see Figure 52 below).

Figure 52: Review User Defined Fields page

Modify User Defined Fields

Step 3 of 3: Review

Verify the User Defined Field information is correct and click Submit.

Active User Defined Fields

☐ UDF # 1 ada

Activity Type	Create Deposit
Label	ada
Description	dawd wedqw
Data Type	Drop Down List of Alphanumeric Values
Display Order Number	1
Activity User Entry	Optional
Minimum Input Length	
Maximum Input Length	

☐ Permitted Values(5)

☐ UDF # 2 new label

Marked for Deletion

☐ UDF # 1 my Deposit Subtotal Label

**Application Tip**

Click **Edit** if you need to make additional changes before submitting the information and return to Step 4.



Create a User Defined Field

To create a user defined field (UDF), complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **User Defined Fields** and click **Modify**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you want to modify user defined fields (UDFs). The *Step 1 of 3: Select User Defined Field to Maintain* page appears.
4. Click the **Create UDF**. The *Step 2 of 3: Modify the User Defined Field* page appears.
5. Add the user defined field, and click **Done**.

You can add a user defined field by

- Selecting the **Activity** type for the user defined field
- Entering the **Label** and **Description**
- Selecting a **Data Type**
 - If the **Drop Down List of Alphanumeric Values** Data Type is selected, proceed to step 6.
 - If another **Data Type** is selected, continue entering in information for the fields below and then proceed to step 7.
- Entering the
 - **Maximum Input Length** (Maximum length is 255)
 - **Minimum Input Length**
 - **Display Order Number**
- Selecting **Mandatory** or **Optional** for Activity User Entry



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit that is in **Draft** or **Awaiting Approval** status.

6. A **Permitted Values** button appears. Click **List Values**. A *Step 2 of 3 (Continued): Define Permitted Values* page appears. Enter details for both the **Value** and **Description**, and click **Done**.
7. The *Step 3 of 3: Review* page appears. Verify the User Defined Field information is correct, and click **Submit**. A confirmation page appears showing that the UDF data has been saved to the database.

**Application Tip**

Click **Edit** if you need to make additional changes before submitting the information and return to Step 5.

**Application Tip**

Additional buttons on the page help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Edit** to return to the previous page.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Return Home** to return to the OTCnet Home Page.

Modify a User Defined Field

You can modify a user defined field as needed to accommodate your organization's changing needs. Note that you cannot modify a user defined field that is associated with a deposit that is still in **Draft** or **Awaiting Approval (AWAP)** status. **Draft** or **AWAP** deposits must be submitted to the Financial Institution before you can modify any user defined fields associated with them.

1. Click the **Administration** tab. From the **Manage Organization** select, **User Defined Fields** and click **Modify** (refer to Figure 47).
2. The *Select OTC Endpoint* screen appears (refer to Figure 48). Select the highest level organization for which you want to modify user defined fields (UDFs).
3. The *Step 1 of 3: Select User Defined Field to Maintain* page appears. Click the user defined field **Label** hyperlink (see Figure 53 below).

Figure 53. Click UDF Label

Modify User Defined Fields

Step 1 of 3: Select User Defined Field to Maintain

Organization Hierarchy: Rajesh-HLO - Rajesh-High Level Org

Click on the activity label to edit the User Defined Field.

Click on the 'Create UDF' button to create a new User Defined Field.

Click the related checkbox to delete a User Defined Field.

Activity	Label	Description	Display Order	Data Type	Delete
Create Deposit	ada	dawd wedgw	2	Drop Down List of Alphanumeric Values	<input type="checkbox"/> [Delete All / Undelete All]
Create Deposit Subtotal	new label	new description	1	Drop Down List of Alphanumeric Values	<input type="checkbox"/>
Create Deposit Subtotal	my Deposit Subtotal Label	my Deposit Subtotal Description	2	Drop Down List of Alphanumeric Values	<input type="checkbox"/>

Cancel Create UDF Next >

4. The *Step 2 of 3: Modify the User Defined Field* page appears (refer to Figure 50). Make the changes to the user defined field and click **Done**.



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit that is in Draft or Awaiting Approval status.

5. The Step 3 of 3: *Review* page appears. Verify the user defined field information is correct, and click **Submit**. A confirmation page appears showing that the UDF data has been saved to the database (refer to Figure 52).

**Application Tip**

Click **Edit** if you need to make additional changes before submitting the information and return to Step 4.



Modify a User Defined Field

To modify an existing user defined field, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** menu, select **User Defined Fields** and click **Modify**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you want to modify user defined field. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.
4. Click the user defined field **Label** hyperlink. The *Step 2 of 3: Modify User Defined Field* page appears.
5. Make the changes to the user defined field and click **Done**. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit I that is in **Draft** or **Awaiting Approval** status.

6. Click **Next**. The *Step 3 of 3: Review* page appears.
7. Verify the correct user defined field information is correct and click **Submit**. A confirmation page appears showing that the user defined field data has been save to the database.



Application Tip

Click **Edit** if you need to make additional changes before submitting the data and return to Step 4.



Application Tip

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Create UDF** to create a new user defined field.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Edit** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.

Delete a User Defined Field

If you find that you do not use a particular user defined field, you can delete it to save labor for your **Deposit Preparers**.

1. Click the **Administration** tab. From the **Manage Organization** select, **User Defined Fields** and click **Modify** (refer to Figure 47).
2. The *Select OTC Endpoint* screen appears. Select the highest level organization for which you want to delete the user defined field (refer to Figure 48).
3. The *Step 1 of 3: Select User Defined Field to Maintain* page appears. Click the **Delete** checkbox next to the appropriate field (note that to delete all the user defined fields, you can click **Delete All**) and click **Next** (see Figure 54 below).

Figure 54: Select User Defined Field to Maintain page

Modify User Defined Fields

Step 1 of 3: Select User Defined Field to Maintain

Organization Hierarchy: Rajesh-HLO - Rajesh-High Level Org

Click on the activity label to edit the User Defined Field.

Click on the 'Create UDF' button to create a new User Defined Field.

Click the related checkbox to delete a User Defined Field.

Activity	Label	Description	Display Order	Data Type	Delete
Create Deposit	ada	dawd wedgw	2	Drop Down List of Alphanumeric Values	<input type="checkbox"/>
Create Deposit Subtotal	new label	new description	1	Drop Down List of Alphanumeric Values	<input type="checkbox"/>
Create Deposit Subtotal	my Deposit Subtotal Label	my Deposit Subtotal Description	2	Drop Down List of Alphanumeric Values	<input type="checkbox"/>

[Delete All / Undelete All]

Cancel Create UDF **Next >**



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit I that is in Draft or Awaiting Approval status.

4. The *Step 3 of 3: Review* page appears. Verify the correct information is marked for deletion and click **Submit** (refer to Figure 52). A confirmation page appears showing that the user defined field data has been saved to the database.



Application Tip

Click **Edit** if you need to make additional changes before submitting the information and return to Step 3.



Delete a User Defined Field

To delete a user defined field, complete the following steps:

1. Click the **Administration** tab.
2. From the **Manage Organization** select, **User Defined Fields** and click **Modify**. The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you want to delete the user defined field. The *Step 1 of 3: Select User Defined Field to Maintain* page appears.
4. Click the **Delete** checkbox next the appropriate field and click **Next**. The *Step 3 of 3: Review* page appears.



Application Tip

A User Defined Field cannot be modified if it is associated with a deposit I that is in **Draft** or **Awaiting Approval** status.

5. Verify the correct information is marked for deletion and click **Submit**. A confirmation page appears showing that the user defined field data has been saved to the database.



Application Tip

Click **Edit** if you need to make additional changes before submitting the data and return to Step 4.



Application Tip

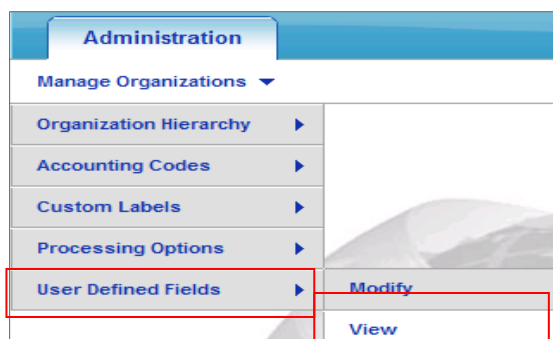
- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Create UDF** to create a new user defined field.
- Click **Next** to advance to the next page.
- Click **Previous** to return to the previous page.
- Click **Edit** to return to the previous page.
- Click **Submit** to complete the process and display the Confirmation page.
- Click **Return Home** to return to the OTCnet Home Page.

View a User Defined Field

As an **Accounting Specialist**, **Local Accounting Specialist** and **Viewer**, you can view the user defined fields that exist for your organization.

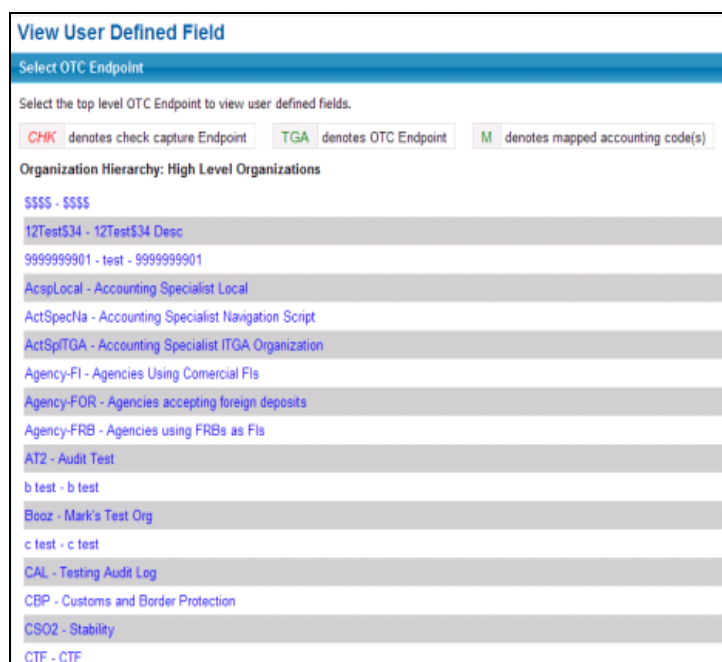
1. Click the **Administration** tab. From the **Manage Organizations** menu, select **User Defined Fields** and click **View** (see Figure 55 below).

Figure 55. Select User Defined Fields>View



2. The *Select OTC Endpoint* screen appears. Select the highest level organization for which you would like to view user defined field (see Figure 56 below).

Figure 56: Select OTC Endpoint page



3. The *View User Defined Field* page appears. Click on any of the user defined fields to view its characteristics (e.g. activity type, label, description, etc.). The characteristics appear.

Figure 57: View User Defined Field page

View User Defined Field
Click on a User Defined Field to view its characteristics.
Active User Defined Fields
⊞ UDF # 1 ada

Activity Type	Create Deposit
Label	ada
Description	dawd wedqw
Data Type	Drop Down List of Alphanumeric Values
Display Order Number	2
Activity User Entry	Optional
Minimum Input Length	
Maximum Input Length	

⊞ Permitted Values(5)

Value	Description
1	a
2	b
3	c
4	d
5	e

⊞ UDF # 2 new label
⊞ UDF # 3 my Deposit Subtotal Label

Return Home



View a User Defined Field

To view detailed information about a user defined field, follow these steps:

1. Click the **Administration** tab.
2. From the **Manage Organizations** menu, select **User Defined Fields** and click **View**.
The *Select OTC Endpoint* screen appears.
3. Select the highest level organization for which you would like to view user defined field.
A *View User Defined Field* page appears.
4. Click on any of the user defined fields to view its characteristics (e.g. activity type, label, description, etc.). The characteristics appear.

Summary

In this chapter, you learned:

- How to add accounting codes, and map accounting codes to an OTC Endpoint.
- How to create, edit and delete custom labels
- How to set your options for processing deposits
- How to create, edit and delete user defined fields specific to your agency

In the next module, you will learn how to view financial institutions. If this functionality does not apply to you, then this completes the series of Chapters for *Deposit Processing Administration Participant User Guides*. You can continue to use these guides as reference or extract the *How To Steps* at the end of each *Topic* for quick application.

Notes

Glossary

A

Access Groups by Users Report - This report displays the roles and the corresponding access groups of the role for a particular OTCnet user. The role assigns the permissions (functions/features) that a user has access to in OTCnet. The access group governs the OTC Endpoint(s) and the data that a user has permission to access.

Account Key - The account number assigned to a deposit when it is submitted to FRB CA\$HLINK.

Accounting Code - A unique agency classification code assigned to a transaction. Identifies the FRB Account Key that is used within the Federal Reserve. The FRB Account Key is used by FRB CASHLINK in combination with the RTN to determine the appropriate CA\$HLINK II CAN. The FRB Account Key is similar to the CAN, but is only used for FRB financial activity.

Accounting Code Description - A brief explanation that provides further detail about an accounting code.

Accounting Code Name - The title of the accounting code.

Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their agency. This role will establish and maintain the organizational foundation, accounting data and accounting relationships at the highest level of the agency in OTCnet.

Activity Type - The parameter indicates if a User Defined Field (UDF) is used for capturing custom agency information for a deposit or during classifying the deposit with accounting codes. OTCnet allows for the creation of three UDFs for the deposit activity, and two UDFs for the deposit accounting subtotals activity.

Adjustment Activity (FI) Report - A business report that allows you to view adjustments made by your financial institution (FI).

Adjustment Activity (FRB) Report - A business report that allows you view adjustments made by your Federal Reserve Bank (FRB).

Adjustments by OTC Endpoints Report - A business report that allows you to view adjustments made by Agency Location Code (ALC) and Adjustment Types (Credit, Debit or Return Item Adjustments). An adjustment was created when a deposit ticket has been received by a financial institution and the amount of the deposit does not match the deposit amount reported on the deposit ticket.

Agency Contact - A person designated by an agency as the primary contact regarding deposit-related matters.

Agency Information - The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC) - A numeric symbol identifying the agency accounting and/or reporting office. **Agency Location Code plus 2 (ALC+2)** - A numeric symbol identifying the agency accounting and/or reporting office.

Agency Manager - A user that has authorization to view and download CIRA records and view reports.

Alternate Agency Contact – A person designated by an agency as the secondary contact regarding deposit-related matters.

American Bankers Association (ABA) - (also known as **Bank Routing Number**) A routing transit number (RTN), routing number, or ABA number is a nine-digit bank code, used in the United States, which appears on the bottom of negotiable instruments such as checks identifying the financial institution on which it was drawn.

Audit Log - A table that records all interactions between the user and OTCnet Deposit Reporting, Check Capture, Check Processing, administrative actions and other processes that take place in the application. Some entries also contain before and after values for actions completed. The audit log is available for download to a *comma separated value report (CSV)* and opened in a spreadsheet program or available to print in a formatted audit log report.

Automated Clearing House - A computerized network used by member financial institutions to process payment orders in machine readable form. ACH processes both credit and debit transactions between financial institutions in batches. ACH items are settled electronically and do not require an image.

Awaiting Approval (AWAP) - A deposit that is waiting for deposit confirmation by a Deposit Approver.

C

CA\$HLINK II - An electronic cash concentration, financial information, and data warehouse system used to manage the collection of U.S. government funds and to provide deposit information to Federal agencies.

CA\$HLINK II Account Number (CAN) - The account number assigned to a deposit when it is submitted to CA\$HLINK II.

Characteristics - The properties of a user, organization, deposit, or financial institution.

Confirmed - A deposit that has been reviewed and then confirmed by a financial institution or FRB.

Cost Center Work Unit (CCWU) – A Federal Reserve cost center work unit that processing the FRB deposits and adjustments. It is normally abbreviated as CCWU, and provided only on non-commercial (FRB settled) transactions provided only on non-commercial (FRB settled) transactions. Debits and credits processed by FRB Cleveland will be noted with the CCWU number 9910 on the daily accounting statement agencies receive from the Federal Reserve Bank.

Custom Label - Text defined by OTCnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

D

Data Type - The type of data that should be entered for a user defined field.

Date of Deposit - The date, prior to established cut off times, the user transmits a batch of checks and money orders through check capture, or the date the agency sends the physical negotiable instruments to the financial institution.

Debit Gateway - The financial settlement program that is responsible for the presenting and settling of payment transactions acquired through the OTCnet application. The Debit Gateway receives a transaction file from OTCnet and determines the proper path for settlement of each item. Items are either converted to ACH for direct automated clearing house debit, or are included in an image cash letter, which is sent to the Check 21 system for presentment to paying banks. Once the file is processed, the Debit Gateway sends a Response Processing File (RPF) to OTCnet with the status of each of the items.

Demand Deposit Account (DDA) - The account at a financial institution where an organization deposits collections.

Deposit - A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Activity (FI) Report - A business report that allows the financial institution to view deposits submitted to its location.

Deposit Activity (FRB) Report - A business report that allows you to view deposits submitted to your FRB.

Deposit Approver - A user who has authorization to review and submit deposits to a financial institution.

Deposit Confirmer - A user at a financial institution that has authorization to verify the accuracy of deposits received from an agency.

Deposit History by Status Report - A business report that allows you to view deposits by status.

Deposit Information - The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer - A user that has authorization to prepare and save deposits for approval to a Deposit Approver.

Deposit Total - The total amount of over-the-counter receipts included in the deposit.

Deposits by Accounting Code Report - A business report that allows you to view deposits by accounting code.

Deposits by OTC Endpoint Report - A business report that allows you to view deposits by OTC Endpoint.

Display Order Number - The order in which user defined fields (UDFs) should be displayed.

Draft - A deposit that is saved for modification at a later date by a Deposit Preparer.

F

Failed - The item was unable to be processed and/or settled by Treasury/FMS. These are item that could not be collected such as foreign items or possible duplicate items. These items are not included on your 215 Report.

Federal Program Agency - A permanent or semi-permanent organization of government that is responsible for the oversight and administration of specific functions.

Federal Reserve Bank (FRB) - A Federal Reserve Bank is one of twelve regulatory bodies throughout the United States that make up the Federal Reserve System. Each Bank is given power over commercial and savings banks in its area and is charged with making sure that those banks comply with any and all rules and regulations.

Federal Reserve Bank-Cleveland (FRB-C) - Partners with FMS to manage the OTCnet application. Responsible for check clearing, deployment, training, project management and customer service.

Federal Reserve System's Automated Clearing House (ACH) System - Enables debits and credits to be sent electronically between depository financial institutions.

Financial Institution (FI) - A bank, designated by the Treasury and a Treasury General Account (TGA) of International Treasury General Account (ITGA), which collects funds to be deposited in the Treasury General Account. These banks also include the Federal Reserve Bank (FRB).

Financial Institution Information - The name, address, routing transit number, and the demand deposit account number of a financial institution.

Financial Management Service (FMS) - The bureau of the United States Department of Treasury that provides central payment services to federal agencies, operates the federal government's collections and deposit systems, provides government wide accounting and reporting services, and manages the collection of delinquent debt owed to the government.

Fiscal Year - A 12-month period for which an organization plans the use of its funds.

Franking - The process of stamping a check processed through Check Capture. The stamp indicates that the check was electronically processed.

H

Highest Level Organization - The primary level of the organization hierarchy.

I

IBM Tivoli Identity Manager (ITIM) - Refers to FMS's Enterprise provisioning tool for user account and identity management.

Individual Reference Number (IRN) - The auto-generated unique number used in OTCnet to identify Check Capture transactions. **Input Length Maximum** - The maximum number of characters that may be entered in a user defined field.

Input Length Minimum - The minimum number of characters that may be entered in a user defined field.

L

Local Accounting Specialist - A user who is an expert on the organizational structure, reporting needs and accounting rules for their depositing endpoint and its lower level OTC Endpoints. This role will establish and maintain the organizational structure, accounting code mappings to individual endpoints and the processing options that one or more lower level OTC Endpoints will use in OTCnet.

Local Security Administrator (LSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Local Verification Database (LVD) - A database (specific to the endpoint using OTCnet) that is downloaded from OTCnet and stored locally on the agencies network, which replicates the information found in the Master Verification Database (MVD).

Lower Level Organization - Any organization created below the highest level organization.

N

Non-Reporting OTC Endpoints Report - A business report that allows you to view OTC Endpoints that have not reported a deposit.

O

Organization - The location or level within a Federal Program Agency.

Organization Hierarchy - The structure of a Federal Program Agency as defined in OTCnet.

OTC Collections - Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

OTC Endpoint - The endpoint (location) that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

OTC Endpoint (TGA) - The endpoint (location) setup in OTCnet to use Deposit Reporting. **OTC Endpoint Mapping** - The assignment of accounting codes to an agency's OTC Endpoint, for which a deposit amount can be allocated.

Over the Counter Channel Application (OTCnet) - Refers to the over the counter application that provide Check Capture and Deposit Reporting to end users.

P

Primary Local Security Administrator (PLSA) - An agency or financial institution/federal reserve bank user who has authorization to maintain user access to an organization, including assigning/removing user roles and assigning/removing organization hierarchy access. This user is also able to request and create users for the organization.

Processing Options - User-defined parameters for the deposit and adjustment processes.

Processing Options by OTC Endpoints Report - A business report that allows you to view processing options defined for endpoints within the organization.

R

Rejected - A deposit that is returned by a financial institution or FRB to the Deposit Preparer to create a new deposit.

Routing Transit Number (RTN) - (also known as **American Bankers Association (ABA) Number** or **Bank Routing Number**) - The nine-digit number used to identify a Financial Institution.

S

Save as Draft - An option that allows a Deposit Preparer to save a deposit for modification at a later date.

Save for Approval - An option that allows a Deposit Preparer to save a deposit for a Deposit Approver to submit to a financial institution.

Separation of Duties - A concept used to ensure there are typically separate personnel with authority to authorize a transaction, process the transaction, and review the transaction.

Settlement Date - The date the deposit is credited to the Treasury General Account.

SF215 Deposit Ticket Report - The report presented to a financial institution by a U.S. government agency with checks and other payment instruments to make a manual deposit. This report is manually generated for Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

SF5515 Debit Voucher Report - The report used to debit the Treasury General Account (TGA) to decrease the amount of a deposit made to that account. This report is manually generated for

Deposit Reporting and auto-generated for Check capture. The report is available in OTCnet for 45 calendar days.

Short Name/Code - The user-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

Submit - An option that allows a Deposit Approver to submit a deposit to a financial institution.

T

Trade Status - Represents the status of the verification records. There are four possible trade statuses in the system: Blocked, Denied, Suspended, and Cleared. The Trade Status D-Suspended or D-Denied is assigned to auto generated Dynamic records.

Transaction History - Defines the time range that a Deposit Confirmer will be able to view the historical deposit transactions for his or her financial institutions. For example, if the transaction history is set at 45 days, the Deposit Confirmer will be able to view all the deposits that he or she has confirmed for the past 45 days.

Transaction Reporting System (TRS) - A collections reporting tool, supplying the latest information on deposits and detail of collections transactions to federal agencies. The system will allow financial transaction information from all collections systems and settlement mechanisms to be exchanged in a single system.

Treasury Account Symbol (TAS) - The receipt, expenditure, appropriation, and other fund account symbols and titles as assigned by Treasury.

U

US Dollar Equivalent (USE) - The deposit amount, in United States currency, which is equal to the foreign currency for which it is being exchanged.

US Treasury - The executive department and the Treasury of the United States federal government.

User Defined Field (UDF) - A user-defined text that describes deposit activity or deposit accounting activity.

User Information Report - A security report allows that you to view a user's contact information.

Users by Access Group (FI) Report - A security report that allows you to view users by financial institution. **Users by Access Group (FPA) Report** - A security report that allows you to view users by OTC Endpoint.

Users by Role (FI) Report - A security report that allows you to view users by role for your financial institution. **Users by Role (FPA) Report** - A security report that allows you to view users by role for your OTC Endpoint.

V

View CA\$HLINK II File Status Report - An administration report that allows you to view status of deposit report files that have been processed by CA\$HLINK II or are ready for CA\$HLINK II to process.

View FRB CA\$HLINK File Status Report - An administration report allows you to view the status of deposit files that have been sent to FRB CA\$HLINK.

View TRS File Status Report - An administration report allows you to view the status of TRS files that have been processed by Transaction Reporting System (TRS) or are ready for TRS to process.

View Vouchers Completed Report - An administration report allows you to view the status of deposit and adjustment vouchers that have completed processed through the FI System To System Interface in the past 36 hours.

View Vouchers in Progress Report - An administration report allows you to view the status of deposit and adjustment vouchers in progress.

Viewer - A user who has authorization to view OTCnet information and produce reports from it.

Voucher Date - The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.

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